



Learner Induction Policy

Date of next review	March 2027
Applies to	All learners, and all staff and volunteers involved in induction
Associated document	Learner Induction Booklet

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1. Purpose

Swift Learning runs vocational programmes that help young people build skills and confidence and plan their next steps. Every new learner completes an induction when they start, using the Learner Induction Booklet.

This policy explains how we induct new learners: how the induction is delivered, who is responsible for it, and how it is recorded and reviewed. It ensures all learners receive a consistent core induction while allowing adjustments to meet individual needs.

2. Scope

This policy applies to every learner starting a Swift Learning programme, and to all staff and volunteers who plan, deliver or record induction.

It covers the induction process. The actual information given to learners during induction is in the Learner Induction Booklet, which each learner completes when they start. The booklet is the document learners work through; this policy is the framework that sits behind it.

3. Policy Statement

Swift Learning gives every learner a proper induction at the start of their programme. We see induction as the starting point for a successful programme, and we will make sure that:

- every new learner completes an induction, unless exceptional circumstances prevent this, in which case induction will take place as soon as possible;
- induction happens at the start of the learner's programme;
- induction is delivered using the Learner Induction Booklet, so every learner gets the same core information;
- induction is delivered in a welcoming way and adjusted to suit each learner's needs;
- Swift Learning will make reasonable adjustments where required to ensure induction is accessible to all learners;
- staff check that learners have understood the information and give them the chance to ask questions;
- every completed induction is recorded and kept on file;

4. The Learner Induction Booklet

The Learner Induction Booklet is the document we use to deliver and record each learner's induction. Learners complete it with staff when they start. It introduces the learner to Swift Learning and covers the key things they need to know, including:

- a welcome, an overview of the programme, and who is in their support team;
- our expectations and the standards of behaviour we expect;
- health and safety, including fire exits, the assembly point and first aid;
- safeguarding and wellbeing, including how to raise a concern;

- staying safe online;
- equality and diversity;
- the behaviour process, academic honesty and how to appeal a decision;
- complaints and how to raise concerns;
- site rules, including smoking and vaping, alcohol and drugs, and attendance; and
- goal setting and an end-of-course exit plan.

The booklet ends with a declaration that the learner signs to confirm they have read and understood it and agree to follow our expectations.

5. Delivering Induction

Induction takes place at the start of a learner's programme, before they begin regular programme activities wherever possible. If a learner joins partway through a programme, they are inducted as soon as possible after they start.

A member of staff goes through the Learner Induction Booklet with the learner, explains each section, and gives them the chance to ask questions. Staff check that the learner has understood the important parts, how to stay safe and how to raise a concern. Induction can take place in one session or be spread over a few, if it is finished within the learner's first week.

We deliver induction in a way that works for every learner. If a learner has additional needs, a disability, or anything else that affects how they take in information, staff adapt the induction so the learner can fully understand and take part.

6. Recording Induction

The completed and signed Learner Induction Booklet is the record that induction has taken place. Completed booklets are stored securely in line with data protection, record-retention, and record-keeping requirements, and are available for inspection if requested.

The policy owner checks that a completed induction booklet is held for every learner.

7. Roles and Responsibilities

Responsibility for learner induction is shared as set out below.

Who	Responsibility
Senior Management	Approves this policy, makes sure induction is properly resourced, and checks that it is working.
Policy owner (Designated Safeguarding Lead)	Keeps this policy and the Learner Induction Booklet up to date and checks that inductions are being completed and recorded.
Tutors and induction staff	Deliver the induction with each new learner, go through the booklet with them, check they have understood it, and make sure it is completed and signed. Report any safeguarding or welfare concerns identified during induction in line with safeguarding procedures.
Learners	Take part in their induction, complete the Learner Induction Booklet, ask questions if anything is unclear, and sign to confirm they have understood it.

8. Monitoring and Review

The policy owner checks that inductions are being completed and recorded for all learners and looks at learner feedback, induction completion records, and any identified issues or incidents linked to induction. This feedback is used to improve both the induction process and the booklet itself.

This policy and the Learner Induction Booklet are reviewed at least once a year, or sooner if the law, official guidance, or the way we work changes. Staff are told about any changes.